

Office of the Attorney General

Human Resources
Indiana Government Center South, 5th Floor
302 W. Washington Street
Indianapolis, IN 46204
jobs@atg.in.gov
317-232-7979 (fax)



JOB POSTING

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

Director of Victim Assistance

Responsibility:

The Director of Victim Assistance coordinates the Victim Assistance and Address Confidentiality Programs of the Indiana Attorney General's Office. The Director reports to the Chief Counsel of the Appeals Division.

Duties:

- Administer the Victim Assistance Project (VAP)
 - Ensure compliance with the Victims of Crime Act (VOCA) federal grant requirements
 - Confidentially manage files and maintain victim information in computer database
 - Provide appropriate telephone advocacy for victims of crime
 - Prepare the renewal applications and the 6-month reports for the VOCA grant
 - Communicate with victims, including providing notice that an appeal has been filed, copies of both sides' briefs in the case, and a copy of the court's opinion when issued
 - Communicate with victim advocates in prosecutor's offices throughout Indiana
 - Coordinate victims' attendance at court hearings with Deputy Attorneys General
- Administer the Address Confidentiality Program (ACP)
 - Ensure compliance with the ACP statute
 - Manage the acceptance and removal of participants as appropriate
 - Prepare, coordinate, and conduct trainings on the ACP and Indiana's protective order statute
 - Maintain ACP office and files in confidential and secure manner
 - Manage confidential statistical database of participant information
- Stay informed of issues and legislative initiatives relating to victim service and domestic violence
- Participate in activities of various victim advocacy organizations
- Supervise an administrative assistant
- Provide appropriate referrals for victims and ACP participants as appropriate
- Provide regular program reports to the Chief Counsel
- Participate in Appeals Division and OAG staff meetings
- Any other duties or special projects as assigned

Education, Training and Experience:

- Experience in victim and/or domestic violence advocacy
- Public speaking/domestic violence training experience
- Bachelor's degree or higher in social work, psychology, or related field OR any bachelor's degree plus significant experience in victim advocacy
- Law school graduates or persons with legal training are especially encouraged to apply